Election Identification Certificate – Phase II
Monday, September 30, 2013
Invited: Andrea Carlisle, Beverly Foust, Sharon Morris, Renee Cardwell, Karol Jarmon,
Cristina Valdiviezo, Melissa Calhoun, Sally Saldivar, Lynne Cardenas

ITS Lead: Andrea Carlisle (cell) 512-968-8926
Backup Lead: Sharon Morris – (cell) 512-626-3628

Project Deployment: Thursday October 10, 2013 – we must be deployed and everyone trained

Meeting Purpose: Roles & Responsibilities of EIC Phase 2 (82 Mobile Light Units)

Notes:
- QLess team will be deploying Online Appointment Solution to Pflugerville Wednesday night and go-live is Thursday. This means my availability on Wednesday and Thursday will be limited.
- Karol Jarmon is on vacation beginning on Wednesday, with limited availability.
- Sharon Morris will be serving as my backup to ensure all min-projects are on task and to assist where needed.

Business Process - Headquarters
Primary: Beverly Foust – (cell) 512-826-7967
Secondary: Sally Saldivar - (cell) 512-585-7596
Resources:
- DL Trainers - Lynn Hale
- DL - Sherri Gipson

Purpose: To validate current business process; create new processes for the counties, and validate findings with Trainers & Business.

Action Item:
- Validate As-Is Business Process with the Business, work in conjunction with the DL Trainers.
- Update the To-Be process for the EIC Mobile Light Units for the counties.
- Validate edits with Business and Trainers.
- Coordinate with Business to determine a To-Be process for the Denial of an EIC.

1

Testing – IT HQ Depot
Primary: Lynne Cardenas – (cell) 512-810-1719
Resources:
- + 2 LRS Staff
- 3 staff from QA - Tiffany Stubbings (cell) 512-538-5740 (Lead)
- Desktop Engineering – Harry Greenall

Purpose: Conduct end to end testing. This includes: Test the image on laptop; verify printer functionality on laptop; verify the laptop will work with Word & Excel; verify the receipt template is loaded on laptop; verify the security BIOS password is working on laptop; verify the hidden control panel is operational on laptop; and verify the encryption of the thumb drives.

Process:
Depot to IT to QA to ITS
Then to camp Mabry
Renee and Cristina will coordinate pick up of the units twice a day at 8:00 a.m. and 1:00 p.m. from ITS.

Action Item:
- Test Scripts / Results if applicable (most likely to begin on Wednesday)

Testing – ITS

Primary: Sharon Morris – (cell) 512-626-3628
Secondary: Sally Saldivar – (cell) 512-585-7596
Other: Melissa Calhoun – (cell) 512-609-9060
Resources: 10 LRS testers

Purpose: Calibrate all printers; test the Homebound process; test 200 of the thumb drives; wipe the images from the thumb drive. Bundle equipment, including: printer, laptop, and thumb drive. Coordinate transport to Camp Mabry.

Inventory - Camp Mabry
Primary: Renee Cardwell – (cell) 512-731-8766
Primary: Cristina Valdiviezo – (cell) 512-584-3270

Resources: 10 staff members from 604

Purpose: To create the final EIC Mobile Light Units

Note: ITS will shift resources as workload changes/needed.

Action Item:
- Inventory Plan of Action
- Role & Responsibilities in warehouse
- Final list of inventory
- Create PRO-3s
- Coordinate with 604 to secure additional staff members.

2